



**RISK MANAGEMENT NOTARY PUBLIC BOND
APPLICATION INSTRUCTIONS**

for
Utah State Employees
and
Employees of State Institutions of Higher Education

1. The employee takes the online exam.
2. The employee completes and signs the Risk Management Notary Bond as "Principal." The employee's signature must be notarized. This form must be signed by the employee's Department Director or authorized designee.
3. The employee submits:
 - (a) Signed State of Utah Application for a Commission and Test Results
 - (b) Completed Risk Management Notary Bond

To: State of Utah
Lieutenant Governor's office
Utah State Capitol Suite 220
Salt Lake City, UT 84114-2325

NOTE: Beginning August 1st, 2010 all State Employees will be required to pay the \$75 commission fee (\$30 for test and \$45 for application)

4. The Lieutenant Governor's Office will review the application and mail a "Certificate of Authority of Notary Public" to the employee.
5. The Department/Employee is responsible to obtain his/her own notary seal.
6. Upon termination from State employment the employee's Notary Commission is canceled. If the notary is transferring to another state agency or office, the notary must inform the Lieutenant Governor's Office of the change.

NOTARY PUBLIC BOND for
Utah State Employees and
Employees of Utah State Institutions of Higher Education

KNOW ALL BY THESE PRESENTS, That I am an employee of the State of Utah or of a State Institution of Higher Education in Utah giving an individually dated oath of office as Principal, and the State Risk Management Fund established under 63a-4-201, Utah Code annotated 1953, as Surety, are held and firmly bond in the sum of Five Thousand Dollars (\$5,000) lawful money of the United States, to be paid to the State of Utah, for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That WHEREAS, the Office of the Lieutenant Governor of the State of Utah is about to appoint and commission the above bounden Principal as Notary Public in and for the State of Utah,

NOW, THEREFORE, if the said Principal shall well and truly perform the duties of the Notary Public, as aforesaid, during his/her incumbency of said office under and by virtue of the commission aforesaid according to law, and faithfully discharges the duties which may be required from him/her by any law that may be enacted subsequent to the execution of this bond, then this obligation shall become void, otherwise to remain in full force and effect.

Tani Pack Downing
Tani Pack Downing, Risk Manager

State employee name	Department	Address
City	State Utah	zip

I do solemnly swear that I am at least eighteen years of age and that I am a bona fide resident of the State of Utah. I will support, obey, and defend the Constitution of the United States, and the Constitution of the State of Utah, and I will discharge the duties of my office as a notary public with fidelity.

(Signature of Employee as Principal)

State of Utah
County of _____

Subscribed and sworn before me on this ____ day of _____, by

Name of employee

(seal)

(signature of person administering oath)

DEPARTMENT HEAD OR DESIGNEE

I hereby request the state employee named herein, be commissioned as a Notary Public and do hereby authorize this application for commission as a notary public.

(Signature)

(date)

Name: _____

Title: _____